

Glossary of Acronyms for the Human Resource Service Centre

Last revised: November 2020
 Last reviewed: September 2020
 Next review: September 2021

This glossary lists all the acronyms used by the Human Resource Service Centre.

ABC	Agency, Board or Commission
ADM	Assistant/ Associate Deputy Minister
AGEN	Aboriginal Employee's Government Network
ARMS	Administrative Records Management System
AWA	Altered Work Agreement
BIF	Basic Information Form (LTD)
BPM	Business Partner Model
BPT	Business Partner Teams (formerly HRST)
BST	Benefits Services Team
CBA	Collective Bargaining Agreement
CC	Crown Counsel
COE	Centre of Excellence
COLA	Costs of Living Allowance
CPA	Canadian Payroll Association
CPP	Canada Pension Plan
CRA	Canada Revenue Agency
CRC	Criminal Records Check
CUPE	Canadian Union of Public Employees
CVA	Central Vehicle Agency
CYA	Calendar Year End
DFF	Descriptive Flexfield (Midas field)
DIP	Disability Income Plan (CUPE and Out-of-Scope)
DLOA	Definite Leave of Absence
DM	Deputy Minister
DSLP	Deferred Salary Leave
EMBP	Enterprise Business Modernization Project
EBP	Executive Business Partner (also referred to as Executive Director, HR Business Partner Team)
ED	Executive Director
EDO	Earned Day Off
EE	Employee

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EFAP	Employee Family Assistance Program
EHCP	Extended Health Care Plan
EI	Employment Insurance
ELR	Employee and Labour Relations
ER	Employer
ESC	Employee Service Centre (now known as HRSC – Human Resource Service Centre)
FAM	Financial Administration Manual
FBP	Flexible Benefits Program
FOIP	Freedom of Information and Protection of Privacy Act
FTE	Full Time Equivalent
FYE	Fiscal Year End
GL	General Ledger
GL	Group Life
GLB	Group Life Taxable Benefit
GLEF	Group Life Enrolment Form
GOS	Government of Saskatchewan
HIPA	The Health Information Protection Act
HR	Human Resources
HRBP	Human Resource Business Partner
HRC	Human Resource Consultant
HRM	Human Resource Manual
HRPA	Human Resource Payroll Administrator
HRPS	Human Resource Payroll Specialist (now known as SHRS)
HRS	Human Resource System (HR Payroll system prior to MIDAS)
HRSC	Human Resource Service Centre (formerly ESC)
HRST	Human Resource Service Team (now known as BPT)
IDLOA	Indefinite Leave of Absence
IPS	Intranet Personnel System (Leave and Attendance system prior to MIDAS)
JD	Job Description
KC	Knowledge Centre

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LOA	Leave of Absence
LOO	Letter of Offer
LOU	Letter of Understanding
LS	Labour Service
LTD	Long Term Disability (SGEU)
LWOP	Leave Without Pay
MA	Ministerial Assistant
MEPP	Municipal Employee's Pension Plan
MSG	Management Support Group
MIDAS	Multi Informational Database Applications
MOA	Memorandum of Agreement
MTL	MIDAS Time & Labour
OC	Order in Council
OD	Organizational Development
ODC	Organizational Development Consultant
OH&S	Occupational Health and Safety
ORS	Operational Records System
PEPP	Public Employees' Pension Plan
PFT	Permanent Full Time
PIER	Pensionable and Insurable Earnings Report
PN	Pressing Necessity
PP	Pay Period
PPE	Pay Period End
PPT	Permanent Part Time
PS	Payroll Services
PSC	Public Service Commission
PSSP	Public Service Superannuation Plan
PTO	Paid Time off
PUC	Paid up certificate (Group Life Insurance)

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QP	Quick Pay
RFL	Return from Leave
ROE	Record of Employment
SEA	Saskatchewan Employment Plan
SHRBP	Senior Human Resource Business Partner
SDO	Scheduled Day Off
SFL	Family Leave
SGEU	Saskatchewan Government and General Employees' Union
SGI	Saskatchewan Government Insurance
SHRPA	Senior Human Resource Payroll Administrator
SHRS	Salary Human Resource Management Specialist (formerly HRPS)
SL	Sick Leave
SLFT	Student Less Than Full-Time
SNL	Special Northern Leave
SOE	Statement of Earnings
SUB	Supplemental Unemployment Benefit (Maternity/Parental/Adoption Leave Top – Up)
SVMEA	Saskatchewan Visible Minority Employees' Association
TAHD	Temporary Assignment of Higher Duties less than 90 days (SGEU)
TIL	Time in Lieu
TL	Team Lead
TNF	Termination Notification Form
TPHD	Temporary Performance for Higher Duties (CUPE)
TR	Temporary Reclassification (Reclass)
UL	Union Leave
UMC	Union Management Committee
VL	Vacation Leave
WCB	Worker's Compensation Board
YE	Year End